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CANMET

Canada Centre for Mineral and Energy Technology | Centre canadien de la technologie des minéraux et de l'énergie

A BASIC SET-UP FOR A REPORTS OFFICE

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Mineral Sciences Laboratories

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MINERAL SCIENCES LABORATORIES
DIVISION REPORT MSL 86-72 (TR)

36 pp

A BASIC SET-UP FOR A REPORTS OFFICE

by

M. Palmer

ABSTRACT

Report processing requires many people working to-gether to prepare from the author's handwritten draft a completed manuscript. A well organized Reports Office enables the Division to handle many different categories of reports for the professional and technical staff with a minimum of difficulty and delay.

STRUCTURE DE BASE D'UN BUREAU DES RAPPORTS

par

M. Palmer

RÉSUMÉ

La préparation d'un rapport, à partir de l'ébauche rédigée par l'auteur jusqu'à l'impression du manuscrit, exige la collaboration de plusieurs personnes. Un Bureau des rapports bien organisé permet à la Division de s'occuper, avec le moins de difficultés et de retards possibles, de plusieurs catégories différentes de rapports pour le personnel professionnel et technique.

INTRODUCTION

CANMET produces a large number of publications of every description. These are written by the research professional who upon completion of his research must prepare a report in order to ensure that the results are available to other scentific and professional personnel.

All these reports are classified as laboratory or divisional reports whether destined for the CANMET Report series, for publication in outside journals, for oral presentation or for selected audiences.

FUNCTION OF A REPORT SECTION

With the increasing number of reports being issued, the Reports Section of each Laboratory in CANMET must play an increasingly important role in ensuring that the reports being distributed maintain the high standards expected by an organization which is the largest single mineral and energy research organization in Canada.

There is a need in any area where a great number of people require support services to have one person with the authority to make decisions on the urgency of the work. With a large volume of reports being moved through the hands of the many people who are required to authorize publication there is also a very definite need to have someone who can keep track of the reports progress as it moves from hand to hand and be able to locate it at all times as well as ensuring that each different report has received the proper authorization. Finally there must also be a means of distributing the finished report and seeing that it is released to the public. In order to ensure that more copies will be available as required, storage space must be allotted for the final original text, figures and tables. As the automated office grows these needs must keep pace. The Reports Office will succeed only if it has the support of the Division Director and Laboratory Managers. Bypassing any of the steps in order to rush a report through will only in the long run cause delays.

DIVISIONAL REPORTS

Laboratory or Divisional Reports are divided into several categories. Each report has a number, initiated by the Reports Section. The suffix will categorize the type of the report and the author with his Section Head or Manager will initiate these. The suffixes are:

R - CANMET (pending)
IR - Investigation
TR - Technical
OP - Oral Presentation
J - Journal (for publication in any format)
LS - Literature Survey
CR - Cost Recovery (always confidential)
CF - Confidential
INT- Internal

CANMET SERIES (R)

This is a report which is intended for the CANMET Report Series. It is usually a final report on original research; however, significant reviews and literature surveys have also been published in this series.

The suffix (R) in this case is only for Laboratory identification as the Technical Information Division (TID) of CANMET will assign their own number for this series.

INVESTIGATION (IR)

This category covers investigations often done on behalf of an individual, industry, or agency outside the branch. It normally describes the application of established procedures to problems submitted or a piece of research which has been completed.

TECHNICAL (TR)

Technical Reports may consist of the results of a series of analytical determinations, test procedures, etc., along with some interpretations and conclusions.

ORAL PRESENTATION (OP)

This denotes a report intended for oral presentation. It must meet the editorial requirements of the association or organization for which it is intended. These reports should not be distributed until the presentation date has been reached.

JOURNAL (J)

Reports which are published outside of CANMET in any form (chapter in a book, proceedings, journal, etc.) are classified as (J) Draft reports. These reports must meet the editorial requirements of the publication or organization for which they are intended.

"Draft" is added to this category to insure that reports which are being published outside of the Branch are not released prior to the distribution of the outside journal or book. When the publication is released, "draft" is deleted from the cover and the report goes on the open file.

Some (J) reports may be coupled with an oral presentation resulting in an (OP&J) classification which is still handled as a draft.

Note that the Federal Government retains Crown Copyrights to any report being published and this should be clearly marked. Technical Information Division (TID) has issued a memo on how to proceed when an outside publication requests Copyrights.

LITERATURE SURVEY (LS)

Besides literature surveys, these reports can include bibliographies, catalogues and translations.

COST RECOVERY (CR)

Cost Recovery Reports are those reports on industrial research where all, or a major portion of the cost is paid by the company. These reports are considered confidential for a certain specified length of time.

CONFIDENTIAL (CF)

Confidential reports must meet one of the following criteria and a memo stating the reason should be enclosed with the first draft of the report:

1) Reports on research for other government agencies, such as the RCMP, DND, DRB, etc., containing information on matters involving national security;
2) Reports on research containing patentable concepts, where there is a clear intent to secure patent rights;
3) Reports containing information supplied to CANMET officers or scientists in confidence, disclosure of which would adversely affect CANMET's future access to such information;
4) Reports containing incomplete or sensitive information that might be susceptible to misinterpretation if taken out of context.

INTERNAL (INT)

The Internal (INT) reports series is utilized as in-house information concerning trips and visits, test reports and certificates and for the communication of preliminary information.

DISTRIBUTION AND RELEASE TO OPEN FILES

Each report is distributed upon completion according to a specific distribution list. Numerous oral and written requests for copies are filled each month.

R	- not released until in final format as a CANMET Report (numbered by TID) - then to open file
IR, TR, LS	- open file immediately
J(DRAFT)	- Division only, without author's permission
J	- open file immediately
OP	- after presentation to open file
CF	- request author's permission
CR	- only to company for whom work was done - any other release requires author's permission
INT	- Division only, requires author's permission and Director's signature before release outside Division

Note: Both CF and CR are be placed on open file after declassification.

GENERAL PROCEDURES

Each handwritten draft is placed in a file folder with an Editorial Sheet prominently displaying the report number, title, and author and signed by author(s). When a number is assigned a Word Processor Slip will be added. These remain with the report until it is completed, filed and distributed. As the report progresses all drafts from the handwritten to the final and all readers comments should remain together. Appendix B shows examples.

EDITORIAL SHEET

The Editorial Sheet will show the steps that have been completed as well as comments made by previous readers as the report progresses. It is a clear indication of exactly who has seen the report and authorized it for publication or distribution. This sheet can be altered by the Division to include any additional information that is required (eg. charge per page) as long as the information need by TID for a CANMET Report is left intact.

WP SHEET

The WP sheet travels with the report from the first draft to distribution to enable the operator to quickly locate the disk used for input and to have the instructions as to format, print style and stage of report quickly at hand. After the report is finished the WP sheet is filed by report number to avoid unnecessary delays if revision of a final report occurs.

LOG

Over the years each report office should develop a log which will give the complete stage of a report from the date it was received in the Report Office for typing until distribution. With this log it can be determined what stage a report is at or who has it and for what period of time. For ease of accessibility, a separate log of each type of report, Division, Cost Recovery, Confidential and CANMET, should be kept.

A sample of the MSL log is shown in Appendix I and this can be adapted to each individual Division and will need to be updated as time goes on. One item that will be included in the MSL log in the future will be the translation process for abstracts. These are now kept in a book noting the following information: report no., date sent, date required, date received and requisition number.

BINDER

As each report is ready to be typed as a first draft a number is required to identify it. The Reports Office assigns these numbers. They run consecutively from January to December. Under no circumstances is a number to be assigned for any other year than the one in which the report is started. Individual numbering systems are set up for different categories of reports, CR, CF, Divisional and Internal. However, the information needed for each type is the same: Classification, Title, Author, Project No., Project Title, Date Number Received.

As the numbers are given out (often by telephone) they are recorded with all the above pertinent information and then later typed into a binder. If at a later date the number is cancelled, or the classification changed, this information is recorded beside the number also noting the person responsible for the change.

At the end of the year a separate list is made up to separating CANMET Reports from Division Reports. The list is compiled using the CANMET number provided by TID. We still retain the MSL number to aid in filling requests.

Periodically a check of the binder is made to see which reports are still outstanding and the author is notified. These results of this check are used for our quarterly reports.

CARD

Finally a card index by author is kept. The information included is author's name, report number, classification, title, project number, project title, date of report, and co-authors. Each co-author has a card with exactly the same information on it. If the card is made before the report is filed,using information taken directly from the report cover, there will be less opportunity for errors or omissions.

These cards are colour coded according to classification of report for easy reference, and filed numerically under each authors name. Another index should contain miscellaneous reports such as Annual Reports, Manuals, reports by staff of a laboratory, etc.

A separate file is kept for listing the reports of students. This system began for Students Reports because often these reports are not given a number and students names may be forgotten, i.e., we may get a request for the report written by Bob, the student who worked two years previously in Dr. _____'s lab (who is now retired).

DIARY

In order to see at a glance which reports are being worked on by the WPU on any given day, a diary is kept listing the report no., author and what is to be done. As well, it includes work returned by the operator to the Reports Office.

FILING

In order to conserve storage space only 5 copies of each report are kept on file. The majority of copies are photocopied and it is relatively easy to make more as the need arises. These copies are filed with the original and the Editorial Sheet and in some cases other pertinent information, such as a copy of release to outside agencies.

REPORTING

MONTHLY REPORTS

A monthly report is sent to Director-General of CANMET listing all Division Reports distributed that month. This report again serves two purposes: a listing of what is available and a requisition form for requests. This information allows reader of the monthly report, at a quick glance, to determine which reports are now completed within the Division. Copies are sent to each Lab Manager, Section Head and certain other interested parties. The Section Head circulates this to his own Section with the requisition form. Dealing with written requests from a number of people at once is much less time-consuming than having individuals telephone or drop in to the Reports Office.

As each report is ready for filing and distribution, all factors are checked on an Editorial Sheet (number of pages, references, tables, figures) and 1 copy of Editorial Sheet and a cover page are put into a file. As the end of the month these are separated into categories to make up the monthly report as all information required is on these two pieces of paper. Note that as much information should be taken directly from the cover page of the report because this information is exactly the way in which it will appear on the report.

Because each report is reviewed by the Section Head, Manager and Division Director, it is not necessary that they receive a completed copy of the report unless it is of particular interest to them. By using the requisition form attached to the monthly report they have an opportunity to request only those which they require, eliminating paper waste and storage space.

A separate Monthly Report listing of Internal Reports is sent to the Division Director and Managers of the individual labs so that it is known what is happened throughout the whole of the Division. These are for their information only and are not distributed.

QUARTERLY REPORT

In order to ensure that all reports are published in one form or another, a quarterly report is circulated listing all J (Draft) Reports which are still unpublished prior to six months before the date of the quarterly report. For easy reference this report is arranged by laboratory and includes report number, title and author. A space is included for the author to make his comments regarding the status of the report and these are updated for each consecutive quarterly report until the report is published. This is prepared by the Reports Office and is sent out under the Division Director's signature to the Managers of the Laboratories.

As no J (Draft) Report is released until the reprint appears in the Reports Office (or in the case of Proceedings, if a reprint is not available, a photocopy of the report from the Proceedings itself) reports are listed even if the author mentions publication until the reprint is made available.

By using the binder where report numbers are all listed as the numbers are given out, this is a relatively easy listing to compile.

Note that it is wise to send a quarterly report just before the end of the fiscal year to ensure that you will have as many reprints as possible available for the Annual Report.

DECLASSIFICATION

Declassification should be on a scheduled basis - at the very least annually. Two types of reports are to be declassified - CF (Confidential) and CR (Cost Recovery). The CF Reports may in all probability be declassified by the Division Director often at the author's suggestion or request. However, if the report is confidential because of another person's or Department's proprietary information the Division Director may requested that a form letter be sent by the Report Office requested permission to declassify. These letters must be filed for further reference.

Cost Recovery Reports are always confidential, however at the point when the complete report is sent to the client with an invoice, a covering letter by the Division Director should be included stating the length of time that the report must remain confidential. A BF file should be set up and copy of the letter retained with the original of the report.

All declassified reports should be stamped on the cover of the original as such, with the Division Director's signature and date. From this, copies may be made for distribution. TID must be sent copies of all declassified reports for release to the open file.

DIVISIONAL ANNUAL REPORT

The Reports Office is responsible for the section headed "Publications, Papers, Presentations and Reports". Books, Articles, and Chapters Published in Books, Papers Published in Conference Proceedings or Outside Journals must be designated by the authors as they are listed by publication rather than report number. All must have been published by March 31 of the current fiscal year and reprints must be distributed and on open file at that time. This is to ensure that requests are not made for reports which are not completed and cannot be released.

Oral presentations and patents are again designated by the author as many of these are unknown to this office. CANMET, IR, TR and LS are taken from the monthly reports. CR and CR Reports are not included in the Annual Report unless they are declassified. INT Reports are never included.

As well the Laboratory Editor, working with the coordinator, is responsible for literary editing, preparing for printing and translation, and distribution of the Division Annual Report.

ACKNOWLEDGEMENTS

Special thanks are due to S. Lord for her suggestions and to both S. Lord and S. Charron for proving that this system works.

APPENDIX A

MSL REPORT FLOW CHART

MSL REPORT FLOW CHART

1.	Author:	Prepares a legible, complete handwritten draft report (if an author prefers to do his own typing a rough typescript is acceptable); initiates Editorial Record Sheet indicating report category, security classification, etc., and signed by author(s).
2.	Section Head:	Reviews author's draft; ensures draft is complete, legible and technically acceptable. The section head may want the draft read and signed by a technical reader at this point. If so this is done in consultation with the lab. manager.
3.	MSL Report Office	Assigns report numbers; checks report for completeness; returns incomplete or illegible reports to section head involved; records complete report; checks for format suitable to report category and journal (if applicable); indicates priority (if approved); logs report and delivers to WPU.
4.	Word Processing Unit (WPU):	Produces initial print-out and returns it to MSL Report Preparation Group.
5.	Author:	Proofreads, indicates errors and when necessary revision, all clearly indicated on the print-out.
6.	Section Head:	Reviews initial print-out and indicates revisions on the print-out.
7.	Laboratory Manager:	Preliminary review and assignment of technical reader if one not already identified in step 2 above. Revisions indicated on print-out.
8.	Technical Reader:	Reviews report; revisions indicated on print-out.
9.	Author:	Reviews and reaches agreement with reviewers' comments from steps 6, 7 and 8 and ensures that the final corrected state of the copy is clearly indicated.

10.	Laboratory Editor (MSL Reports Office):	Proofreads; mainly for typographical errors and format; sends abstract for translation.
11.	Division Director:	Approval for issue.
12.	MSL Reports Office:	To WPU.
13.	WPU:	Final copy.
14.	Author (via MSL Reports Office):	Proofreading of final copy, including checking of table and figure format.
15.	MSL Reports Office:	Final check of report and translation and arranges for reproduction and distribution of final report.

Note 1: If the report is for journal publication, it is the author's responsibility to identify the specific journal involved, and either prepare the draft according to the format required by the journal, and/or provide written instructions regarding format.

Note 2: For reports designated as CANMET reports, the procedure is the same as above, up to and including step 9. After step 9, a CANMET report is returned to the CANMET Editor (with all figures, etc.) for editing. The CANMET Editor will discuss changes with the author, have an interim or final print-out made, and return it to the MSL Reports Office for final checking by the author and approval by the Division Director for publication. Finally, the MSL Reports Office will return it to TID for printing.

Note 3: All MSL Internal Reports will only go through steps 1 to 7 inclusive, however, because of the work load of the WPU they are typed and copies made in the Section. At step 7, Internal Reports are approved by the Laboratory Manager, and (with no further editing) the original and editorial sheet are sent to the MSL Reports Office for filing.

Note 4: A print-out may be returned to the WPU (through the Reports Office) for reprocessing at any point in the above procedures.

Note 5: The report category is identified in step 2. Changing the category at a later point in the flow will require the report to return to step 2 for approval, and, if the change is approved, additional reviewing through steps 6 to 9 may be required if the report category is up-graded.

APPENDIX B

FORMS USED IN REPORTS OFFICE

CANADA CENTRE FOR MINERAL AND ENERGY TECHNOLOGY

EDITORIAL RECORD

B-1

REPORT NO. ..... LABORATORY .....

CATEGORY: ☐ CONFIDENTIAL PROGRAM .....

☐ UNCLASSIFIED PROJECT NO. .....

PROJECT TITLE .....

TITLE .....

.....

.....

AUTHOR .....

NO. OF PAGES ....; FIGURES ....; TABLES ....; REFERENCES ....

PRINTERS: DATE SENT ..... DATE RET'D .....

COPIES ORDERED: .....

DISTRIBUTION: AUTHOR .....; CANMET .....; INFOCAN .....

DATE APPROVED: ADITOR ..... CHIEF .....

PURPOSE OF REPORT

CANMET REPORT .....

LABORATORY REPORT .....

PROGRAM REPORT .....

DIRECTOR'S SERVICES REPORT .....

PRESENTATION AT .....

.....ON .....19.....

PUBLICATION IN .....

.....

NO. OF PAGES .....

CHARGE PER PAGE .....

ESTIMATED FRENCH COPIES: PUBLIC .....

GOV'T .....

ESTIMATED LIFE SPAN .....(YEARS)

APPROVED FOR TRANSLATION .....

PROOFREADING

BY	DATE
.....	.....
.....	.....
FINAL	.....

FUNCTION	DATE		TYPING RECORD				NATURE OF REVIEW					
			DATE		TYPE BALL	INIT.	TYPE			EXTENT		
	RECEIVED	COMPLETED	REC'D	COMP'D			SUBSTANTIVE (=TECHNICAL)	EDITORIAL (=LITERARY)		THOROUGH	LIMITED	CURSORY
1 AUTHOR												
2 SECTION HEAD												
3 TECHNICAL READER												
4 MANAGER												
5 LABORATORY EDITOR												
6 DIRECTOR												
7 CANMET EDITOR OR DEPUTY												
8 DIRECTOR GENERAL												

REMARKS	SIGNATURE

EDITORIAL RECORD FOR *INTERNAL REPORTS

REPORT NO. MSL-INT ..... CONFIDENTIAL ☐

LABORATORY ..... PROJECT CODE .....

PROJECT TITLE .....

Field Trip ☐ Plant Visit ☐

Conference, Convention, Symposium ☐ Test Report ☐ Translation ☐

TITLE .....

AUTHOR(S) .....

NO. OF PAGES .....; FIGURES .....; TABLES .....; REFERENCES .....

	DATE		TYPIST'S RECORD			
	RECEIVED	COMPLETED	DATE REC'D	DATE COMP'D	TYPE OF ELEMENT	INIT.

			COMMENTS	SIGNATURE
AUTHOR(S)				
SECTION HEAD(S)				
MANAGER(S)				
TECHNICAL READER IF NEEDED				
PROOFREAD FOR EXTERNAL DISTRIBUTION				

"Original" to: Reports Secretary Rec'd: _____ Distr'd: _____

NUMBER OF COPIES REQUIRED BY AUTHOR FOR INTERNAL DISTRIBUTION ONLY .....

NO EXTERNAL DISTRIBUTION WITHOUT AUTHORIZATION FROM THE DIRECTOR'S OFFICE

Government of Canada / Gouvernement du Canada

MEMORANDUM **NOTE DE SERVICE** B-3

TO / A: MSL Reports and Reproduction Clerk

FROM / DE: L.L. Sirois
Director
Mineral Sciences Laboratories

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE – N / RÉFÉRENCE
YOUR FILE – V / RÉFÉRENCE
DATE

SUBJECT / OBJET: Authorization of External Distribution of Internal Reports

Report No.:

Title:

Requested by:

You are hereby authorized to release the above report for transmittal of a copy to each person listed below.

	NAME	AFFILIATION
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Senior Author's Concurrence _____

Authorized by L.L. Sirois _____

Attach

c.c. Manager
Author

MSL WORD PROCESSING UNIT

REPORT NO: _____ AUTHOR: _____

DATE SUBMITTED: _____ RETURN TO: _____

TYPE OF DOCUMENT

☐ CANMET REPORT ☐ FORM LETTER

☐ LAB REPORT ☐ OTHER

FINAL COPY

PAPER SIZE	SPACING	RIGHT MARGIN
☐ 8½ x 11	☐ SINGLE	☐ JUSTIFIED
☐ 11 x 14	☐ 1½	☐ NOT JUSTIFIED

SPECIAL INSTRUCTIONS: _____

_____

_____

	DATE RCD WPU	RETURNED FROM WPU	RESUME RCD	RESUME RTD
1st DRAFT				
2nd DRAFT				
3rd DRAFT				
FINAL				
COR. TO FINAL				

DISC NO: _____

MUST BE RETURNED WITH ASSIGNMENT

REPORTS OFFICE LOG FOR DIVISIONAL REPORTS

REPORT NO.	DATE RECEIVED	DATE TO	REPORT TYPE	DATE RETURNED	AU	MANUSCRIPT	SIGNATURES SH	A	M	SA	TE	LITERARY RECEIVED	PROOF COMP.	DIRECTOR SENT	DIRECTOR RETURNED	AUTHOR SENT	AUTHOR RETURNED	CORRECTIONS DATE TO	CORRECTIONS DATE RET	AUTHOR SENT	AUTHOR RETURNED	COPIES SENT	COPIES X	COPIES P	COPIES DISTRIB	REPRINT DISTRIB	AUTHOR(S)	SPECIAL INSTRUCTIO
85-27 (TS)	18/2/85	18/2/85	M	20/2/85	L	A4/85		✓	✓	✓		19/4/85	17/4/85	19/4/85	22/4/85		25.4.85	18/4/85 22/4/85	17/4/85 23/4/85	17/4/85					29.4.85	—	Bowman	
85-28 (GF) 25	26/2/85	27/2/85	M	4/3/85	✓			✓	✓	✓	✓	11.3.85	13/3/85	13/3/85	18/3/85	20/3/85		19/3/85 25/3/85 29/3/85	20/3/85 24/3/85 1/4/85						164.85		Wheat-Chemical Kunaktree, Cassidy	
85-29 (K)	4/3/85																	CANMET REPORT									Tan + Bothard	
85-30 (GJ)	22.2.85	21.2.85	M	21.2.85	✓			✓	✓			18.3.85	21/3/85	21/3/85	25/3/85			7.3.85 25/3/85 18/6/85 29/8/85 26/10/85	11.3.85 26.3.85 18/6/85 26/10/85	11.3.85 26.3.85 18/6/85 26/10/85	18.3.85				30.12.85		Chem, Geol + Wheat	
85-31 (GF)	24/2/85	27/2/85	M	1.3.85	✓			✓	✓	✓	✓	11.3.85	12.3.85	12.3.85	13/3/85			13/3/85	19/3/85	14/3/85					20.3.85	—	Skeletal, Heffer AHMAD, WHEAT Butler	
85-32 (J)	1/4/85		T					✓	✓			18/4/85	18/4/85	19/4/85	22/4/85	23/4/85	24/4/85								30.4.85		ROLIA + TAN	
85-33 (T)	25/2/85	27/2/85	M	28/3/85	✓	A13/85		✓	✓	✓	✓	14.3.85	20.3.85	20.3.85	20/3/85			11.3.85 4.3.85 25/3/85 27/4/85 29/4/85	12.3.85 5.3.85 14/3/85 26/4/85 26/4/85	12.3.85 5.3.85 14/3/85 26/4/85 26/4/85	11/4/85				25/3/85	17.6.85	Townsend	author made final c. Whitener no further the done on W.P.- 28/6/85- 4/7/85- 11/7/85-
85-34 (J)	11/3/85	14/3/85	M	15/3/85	✓			✓	✓	✓	✓	17/4/85	17/4/85	17/4/85	22/4/85	22/4/85	23/4/85	17/4/85 24/4/85 29/4/85	27/4/85 24/4/85 29/4/85	24/4/85 29/4/85					30/5/85		Hague	
85-35 (GF)	25/2/85	27/2/85	M	1.3.85	✓			✓	✓	✓		11.3.85	11/3/85	11/3/85	12/3/85			12/3/85 19/3/85	12/3/85	12/3/85					29.3.85	—	AHMAD, WHEAT Hall	
85-36 (IR)	4/3/85	4/3/85	M	4.3.85	✓			✓	✓			22/4/85	22/4/85	22/4/85	23/4/85	23/4/85		22/4/85	23/4/85	23.4.85					11.5.85	—	Siciano	
85-37 (IR)	2/4/85	4/4/85	W	16/4/85	✓			-	✓	✓		3/4/85	23/4/85	13/5/85	14/5/85	14/5/85		3/5/85 28/5/85	13.5.85 24/5/85						5.6.85	—	Cristofoni	
85-38 (CP)	1/1/85	1/4/85	M	3/4/85	✓			✓	✓	✓	✓	12/8/85	24/9/85	24/9/85	27/4/85			12/4/85 16/4/85	15/4/85 16/4/85	17/4/85					24.9.85	—	Mathieu Brinkworthy	22.7.85- 6 transparency 31/7/85- 2 to Key Staff 5 12/8/85- 2 to Chairman for

REPORTS OFFICE LOG FOR COST RECOVERY (CR) REPORTS

* Denotes when final report sent to company with Director's letter and invoice

REPORT NO.	DATE RECEIVED	DATE TO	MPLE TYP	DATE RETURNED	AU	MANAGER	SIGNATURE SH	A	M	SU	TE	LITERARY RECEIVED	PROOF COMP.	DIRECTOR SENT	DIRECTOR RETURNED	AUTHOR SENT	AUTHOR RETURNED	CORRECTIONS DATE TO	CORRECTIONS DATE RET	AUTHOR SENT	AUTHOR RETURNED	COPIES SENT	X	P	DISTRIB	TO* L. SHOLS	AUTHOR(S)	SPECIAL INSTRUCTIONS
86-27																												
86-28																												
86-29																												
86-30																												
86-31																												
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86-34																												
86-35																												
86-36																												
86-37																												
86-38																												

REPORTS OFFICE LOG FOR CANMET REPORTS

CANMET

CANMET NO.	MSL NO.	DATE RECEIVED	DATE TO	MFU TYP	DATE RETURNED	AUTHOR SENT	AUTHOR RETURNED	SIGNATURE A	SIGNATURE IN	SIGNATURE SH	SIGNATURE TE	LITERARY RECEIVED	PROOF COMP.	DIRECTOR SENT	DIRECTOR RETURNED	AUTHOR SENT	AUTHOR RETURNED	TID SENT	TID RETURNED	AUTHOR SENT	AUTHOR RETURNED	TID SENT	APPROVAL REQUESTED	MSL DISTRIB	AUTHOR(S)	SPECIAL INSTRUCTIONS
84-2	84-4	6.1.84	6.1.84	W	17.1.84							24.1.84	24.1.84	24.1.84	25.1.84	25.1.84	25.1.84	25.1.84							Smith, Steger, Boxman	NUTE 2
84-10E F	84-132			W								25.10.84	25.10.84	25.10.84	25.10.84			9.11.84	12.12.84				12.2.84	15.3.85	Steger, Boxman	to for appr. 18.3.85
84-11	84-143	22.11.84	1.11.84	W	pick-up								12.12.84	12.12.84	12.12.84	12.12.84							7.5.85	29.585	Smith, Steger	
84-15	84-162	13.12.84	13.12.84	W									8/1/85	3/6/85	3/6/85	13/2/85		3/6/85	15/8/85	19/8/85	23/8/85	23/8/85	12.11.85	30.1285	Ledic & Ahmad	originally 84-14 CM changed 8/1/ 1984 - author to Lidiger
85-1	85-11	3.1.85		W																				9.7.85	Steger + Bowman	
85-	85-40	20.3.85		W	20/3/85																				Petruk	originally 85-12
	85-61	18/4/85	18/4/85	W	24.4.85													2/1/86	10/1/85						Petruk	
84-14E																								15885	Steger	Back by Dir. - To Marg Steger - appt to author 2/8 & RC - 14/11/85
	84-156	30/4/85	30/8/85	W									24/5/85	24/5/85	24/5/85			22/8/85							Malhotra + Belly	OK by Dir. Manager before started will register 6 months to completion
	85-116	16.7.85	16.9.85	W																					McCready + Shah	URGENT
	85-91			W														17/9/85							Malhotra + Douglas	Changed from (C) on 3rd draft
	85-120	24/9/85	24/9/85	W																					Malhotra + Douglas	

MRP/MSL 85-11 (J) MRP-3.8.0.1.01 Reference Materials	Validation of Accuracy by Inter-laboratory Program	R. Sutarno H.F. Steger January 10, 1985
MRP/MSL 85-12 (OP) MRP-3.3.0.1.03 Mineralogical Studies of Marginal and Complex Ores	Relationship Between Observed Mineral Liberations in Screened Fractions and in Composite Samples	W. Petruk R.G. Pinard J. Finch January 14, 1985
MRP/MSL 85-13 (TR) MRP-3.6.0.4.56 Performance and Durability of Concrete Incorporating Waste Materials	Further Evaluation of the Potential Stability of Hilton Mine Waste Rock as Concrete Aggregate	J. A. Soles January 14, 1985
MRP/MSL 85-14 (J) MRP-3.4.0.2.02 Hydrometallurgical Lead Process	The Dissolution of Galena in Ferric Chloride Media	J.E. Dutrizac January 15, 1985
MRP/MSL 85-15 (J) MRP-3.8.0.1.01 Reference Materials	Estimation of the Variance of Values from Calibration Curves	H.F. Steger R. Sutarno January 25, 1985
MRP/MSL 85-16 (IR) MRP-3.3.0.1.03 Mineralogical Study of Marginal and Complex Ores	Comparative Mineralogy of the Tulks Deposit and a Massive Sulphide Erratic from the Lloyds River Valley, Buchans Area, Newfoundland	J.L. Jambor January 29, 1985
MRP/MSL 85-17 (R) MRP-3.8.0.1.01 Reference Materials	CH-1 and CH-2: Certified Reference Gold Ores Became CM 85-3	H.F. Steger W.S. Bowman January 29, 1985
MRP/MSL 85-18 (J) MRP-3.8.0.1.11 Analytical Methodology	ISO/TC 69/SC 6/WG 1 Precision of Test Methods - Determination of Repeatability and Reproducibility by Interlaboratory Tests - Comparision of Alternative Test Methods	R. Sutarno W.S. Bowman February 7, 1985
MRP/MSL 85-19 (OP) MRP-3.8.0.1.01 Reference Materials	CCRMP and International Status of Reference Materials	H.F. Steger February 6, 1985
MRP/MSL 85-20 (J) MRP-3.8.0.1.01	The Emanation of Radon Isotopes from Solids: Its Measurements and Mechanism Cancelled by Smith 24/3/86.	R. McCorkell C.W. Smith February 11, 1985
MRP/MSL 85-21 (J) MRP-3.4.0.3.10 Silver Recovery in the Zinc Industry	The Determination of Arsenic III and Arsenic V in Ferric Sulphate Sulphuric Acid Leaching Media by Ion Chromatography	L.K. Tan J.E. Dutrizac February 11, 1985

CANMET REPORTS 1983

CM 83-2E	McMaster, An Allogenic Massive Sulphide Copper Deposit, Bathurst Area, New Brunswick (formerly MRP/MSL 82-93 (R))	J.L. Jambor October 1982
CM 83-3E	Certified Reference Materials (formerly MRP/MSL 83-3 (E & F))	H.F. Steger April 1983
CM 83-4E	An Evaluation of Two Methods for the Determination of Indium in Ores, Concentrates and Zinc Processing Products by Flame Atomic-Emission and Flame Atomic-Absorption Spectrophotometry (formerly MRP/MSL 83-16 (R))	E.M. Donaldson March 1983
CM 83-5E	Industrial Minerals: Problem Areas and Opportunities (formerly MRP/MSL 83-40 (R))	R.K. Collings P.R.A. Andrews March 1983
CM 83-8E	Alkali-Resistant Mineral Fibres - A Review (formerly MRP/MSL 83-64 (R))	S.S.B. Wang September 1983
CM 83-9F	Radium-226 Dans Les Minerais D'Uranium De Reference Certifies DL-1a, BL-4a, DH-1a, ET BL-5 (formerly MRP/MSL 83-68 (R))	C.W. Smith H.F. Steger Mai 1983
	Radium-226 In Certified Uranium Reference Ores BL-1a, BL-4a, DH-1a and BL-5	
CM 83-10F	Tan-1: Minerai de Reference de Tantale (formerly MRP/MSL 83-103 (R))	H.F. Steger W.S. Bowman Juillet 1983
	Tan-1: A Certified Tantalum Reference Ore	
CM 83-14E	MP-2: A Certified Tungsten-Molybdenum Reference Ore (formerly MRP/MSL 83-84 (R))	H.F. Steger W.S. Bowman August 1983
CM 83-16E	Asbestos/Cement Pipe Corrosion Part 1 - Historical, Technological, Economic and Statistical Background (formerly MRP/MSL 82-29 (R))	B. Nebesar G.W. Riley October 1983
CM 83-17E	Asbestos/Cement Pipe Corrosion Part 2 - Review of Recent Work on the Causes of Pipe Degradation and on Possible Improvements (formerly MRP/MSL 82-141 (K))	B. Nebesar October 1983

W.S. Bowman CANMET REPORT 85-1E

CH-1 and CH-2: Certified Reference Gold Ores

January 1985

Project: MRP-3.8.0.1.01
Reference Materials

Co-author: H.F. Steger

(Fomerly MRP/MSL 85-17 (R))

A. Ahmad MSL 86-27 (OP)

Electrical Measurements of Protonic Solid Electrolyte Cells

February 1986

Project: 3.0.2.9.02
Hydrogen Air Fuel Cell

Co-authors: J.D. Canaday, A.M. Kuriakose & T.A. Wheat

G.A. Brown MRP/MSL 79-3 (CF)

Evaluation of Sulphogypsum Samples from Varennes, Quebec, For Gypsum Products Manufacture.

January 1979

Project: MRP-4.3.5.1.01
Identification, Characterization, Evaluation of Primary Mineral Wastes.

Co-author: R.K. Collings

CONFIDENTIAL

DIARY LISTING DAILY WORK TO WORD PROCESSOR

SEPTEMBER 5
SEPTEMBRE

To
- ✓85-12 (JF) Petruk (W)
- 85-115 (J) Mikolich - 1st
- ✓85-116 (CP+J) Malhotra - 1 cor
- ✓85-1 (CF) Howlett - corr
- ✓85-44 (IR) McNamara - corr + insert
- ✓85-18 (CP+J) Sikand - corr

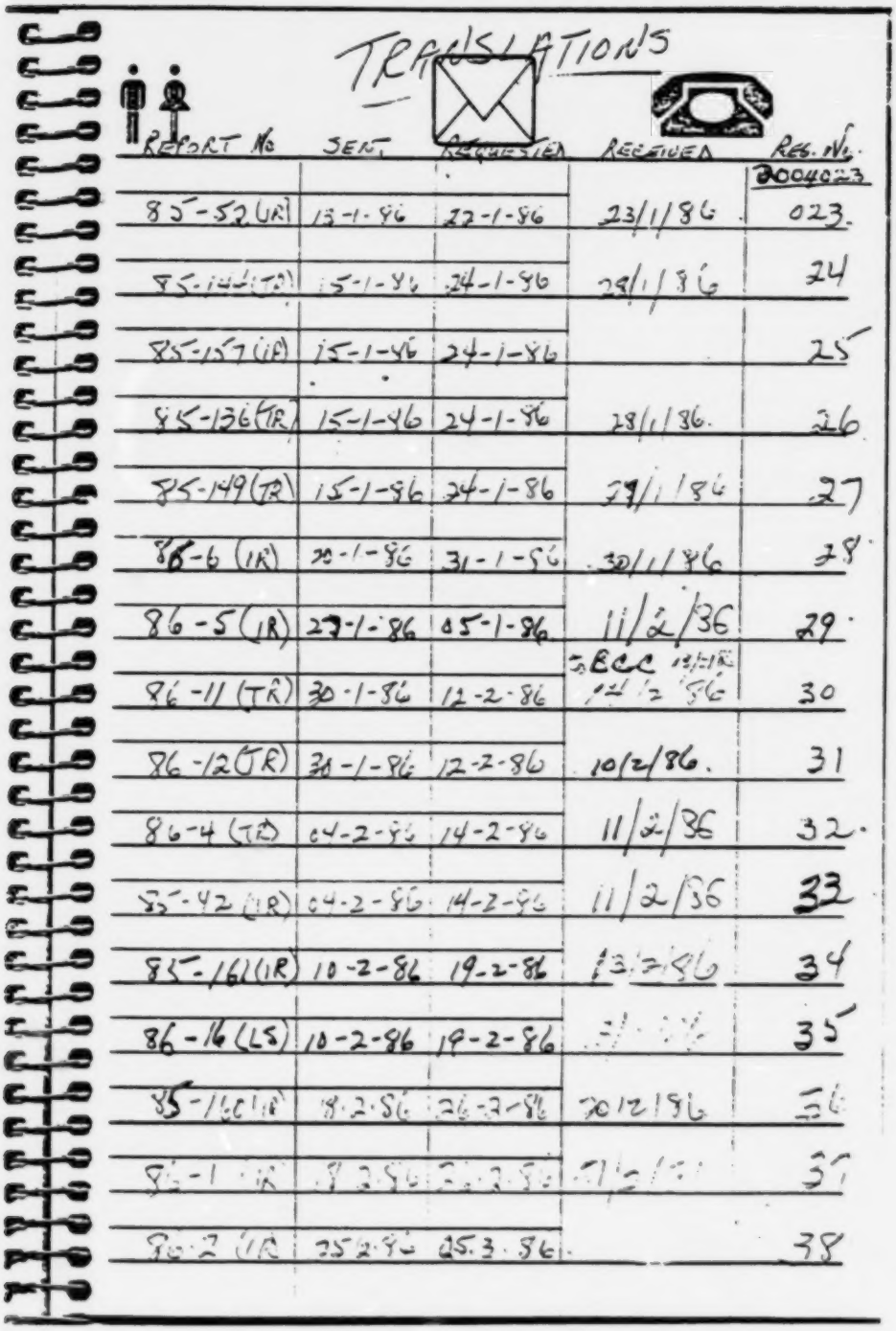
From
- 85-44 (R) McNamara

SEPTEMBER 6
SEPTEMBRE

To
- ✓84-154 (J) Canadian - new
- ✓85-116 (IR) Wilson - 1st
- 85-112 (J) Lutes - 2nd
- ✓85-117 (LS) Dickinson - 1st
- ✓85-10 Petruk - final (W)
- ✓85-12 " - final changes (W)

From
- Chapter 4 - Malhotra
- 85-106 (CP+J) Malhotra
- 85-18 (CP+J) Sikand

ABSTRACTS SENT FOR TRANSLATION



TRANSLATIONS

REPORT No	SENT	REQUESTED	RECEIVED	REG. No. 20040023
85-52 (IR)	13-1-86	22-1-86	23/1/86	023
85-144 (TR)	15-1-86	24-1-86	29/1/86	24
85-157 (IR)	15-1-86	24-1-86		25
85-136 (TR)	15-1-86	24-1-86	28/1/86	26
85-149 (TR)	15-1-86	24-1-86	29/1/86	27
86-6 (IR)	20-1-86	31-1-86	30/1/86	28
86-5 (IR)	27-1-86	05-1-86	11/2/36	29
86-11 (TR)	30-1-86	12-2-86	BCC 13/1/86 14/2/86	30
86-12 (TR)	30-1-86	12-2-86	10/2/86	31
86-4 (TR)	04-2-86	14-2-86	11/2/86	32
85-42 (IR)	04-2-86	14-2-86	11/2/86	33
85-161 (IR)	10-2-86	19-2-86	13-2-86	34
86-16 (LS)	10-2-86	19-2-86	[illegible]	35
85-160 (IR)	18-2-86	26-2-86	20/2/86	36
86-1 (IR)	18-2-86	26-2-86	21/2/86	37
86-2 (IR)	25-2-86	05-3-86		38

Energy, Mines and Resources Canada
Research and Technology
Canada Centre for Mineral and Energy Technology,
555 Booth Street
Ottawa, Ontario
K1A 0G1

Energie, Mines et Ressources Canada
Recherche et technologie
Centre canadien de la technologie des minéraux et de l'énergie,
555, rue Booth
Ottawa (Ontario)
K1A 0G1

Your file / Votre référence

Our file / Notre référence

RE: DECLASSIFICATION OF REPORT NO.

For many years the Canada Centre for Mineral and Energy Technology (formerly Mines Branch) conducted investigations for Canadian companies and organizations such as yours. Our records show that you were one of them.

Reports on this work were usually classified as "Industrial Confidential" with the general understanding that after a year or so they could be made available, if, by coincidence, the information they contained was required by others, but formal declassification never occured in many cases. Accordingly, it has been decided to formally declassify as many of these reports as possible and distribute a list to members of the mining and metallurgical community so that they can know what information is available for the asking. In many cases the information contained in them could be of great value to Canada.

This letter is a request for you permission to declassify the report named above. I would deeply appreciate your checking the appropriate box below, signing where indicated and returning this sheet to me at your earliest convenience.

Yours truly,

W.A. Gow,
Director, Mineral Sciences Laboratories

I approve declassification. ☐

I withhold approval. ☐

Signature Company Title Date

Canada

Energy, Mines and Resources Canada | Énergie, Mines et Ressources Canada

CANMET
Canada Centre for Mineral and Energy Technology | Centre canadien de la technologie des minéraux et de l'énergie

FERRIC CHLORIDE LEACH PROCESS: PROGRESS REPORT

B.H. Lucas and D.Y. Shimano
Extractive Metallurgy Laboratory

October 1983

Project MRP-3.4.0.2.04
Extraction/Refining Complex Sulphide Ores

DECLASSIFIED
DATE 17/2/34
AUTHORIZED BY

MINERALS RESEARCH PROGRAM
MINERAL SCIENCES LABORATORIES
DIVISION REPORT MRP/MSL 83-2 (CF)

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MEMORANDUM **NOTE DE SERVICE**

MONTHLY REPORT

B- 15

SECURITY - CLASSIFICATION - DE SÉCURITÉ

OUR FILE – N / RÉFÉRENCE

YOUR FILE – V / RÉFÉRENCE

DATE
May 1, 1986

TO / A: Dr. W.G. Jeffery
Director-General
CANMET

FROM / DE: M. Palmer
Supervisor, Admin. Support Services
MSL

SUBJECT / OBJET: Monthly Report Submissions for Mineral Sciences Laboratories

Attached is a list of reports which have been completed by Mineral Sciences Laboratories during the month of April 1986.

M. Palmer

MP:sc

c.c. L.L. Sirois
I.C.G. Ogle
T.J. Patel
J.P. Rochons
L. Desrochers
M. Rivoire
Managers and Section Heads

MINERAL SCIENCES LABORATORIES

Alexander, G.E.	Section Head	Technical Support Section
Barkley, D.J.	Section Head	Metals and Alloys Section
Bell, D.H.	Technology Co-ordinator	Extractive Metallurgy Laboratory
Bell, K.E.	Section Head	Ceramic Section
Campbell, F.	Manager	Mineral Processing Laboratory
Campbell, M.C.	Manager	Extractive Metallurgy Laboratory
Churchill, T.R.	Section Head	Optical Emission & NAA Section
Craigen, W.J.	Admin.	Extraction and Refining
Dalton, J.L.	Section Head	XRF, Radiometry & Fluorimetry Section
Donaldson, E.M.	Section Head	Research-Special Projects
Doyle, D.	Section Head	Ore Dressing Section
Dutrizac, J.E.	Section Head	Metallurgical Chemistry Section
Guest, R.J.	Operations Manager	Chemical Laboratory
Hole, J.C.	Section Head	Ores and Fire Assay Section
Hunt, G.A.	Section Head	Solution Chemistry Section
Joe, E.G.	Section Head	Mineral Dressing Section
John, R.D.	Manager	National Uranium Tailings Program
Lucas, B.H.	Section Head	Leaching Section
MacKinnon, D.J.	Assistant Head	Metallurgical Chemistry Section
Mainwaring, P.R.	Section Head	Mineralogy Section
Malhotra, V.M.	Section Head	Construction Materials Section
McCready, R.G.	Section Head	Biotechnology Section
Ritcey, G.M.	Section Head	Solution Purification Section
Smith, C.W.	Acting Co-ordinator CCRMP	Chemical Laboratory
Skeaff, J.M.	Section Head	Pyrometallurgy Section
Townsend, M.G.	Section Head	Radiation & Mineral Physics Section
Webster, A.H.	Section Head	Physical Chemistry Section

MINERAL SCIENCES LABORATORIES

LIST OF REPORTS FOR THE MONTH OF
APRIL 1986

(CM) CANMET Reports

SP 85-3 MRP-3.0.3.7.01 Performance of Concrete Incorporating Supplementary Cementing Materials	Fly Ash in Concrete Les Cendres Volantes dans le Béton 197 pp; 41 tables; 66 figs.; 224 ref.	V.M. Malhotra MPL E.E. Berry and Assoc.

(CR) Cost Recovery Reports

MRP/MSL 85-30 (CR) MRP-3.5.0.1.99 Cost Recovery (December 1985)	Mineralogical and Image Analysis Study of Mill Products From the Tally Pond Deposit in Newfoundland 33 pp; 10 tables; 11 figs.; 3 ref.	W. Petruk MPL
MSL 86-1 (CR) 3.0.1.3.99 Cost Recovery in Mineral Processing Technologies (January 1986)	Algoma Ore Division - Densimetric Curves 27 pp; 10 tables; 4 figs.; 0 ref.	W.H. Cameron MPL

(IR) Investigation Reports

MSL 86-52 (IR) 30.69.02 Analytical Methodology (April 1986)	ISO/TC 183/WG 10 Determination of Precision of Analytical Procedures by International Trials - Tests for Outliers 42 pp; 8 tables; 2 figs.; 6 ref.	R. Sutarno W.S. Bowman EML

(TR) Technical Reports, Technical Memos, Progress Reports, Information Reports

MRP/MSL 85-133 (TR) MRP-3.0.1.3.03 Evaluation of Mineral Processing Equipment (December 1985)	Calibration of the Bahco Micro Particle Classifier Using Barite and Silica Flour 14 pp; 3 tables; 3 figs.; 2 ref.	P.R.A. Andrews R.D. Joe MPL

(LS) Literature Survey

MSL 86-16 (LS) 30.95.00 Sub-Activity Management and Support	General Index of the Canadian Gold Metallurgists The Canadian Mineral Processors Annual Proceedings 1964-1985 63 pp; 0 tables; 0 figs.; 0 ref.	D. Loucks MPL

(J) DRAFT - Manuscripts for Submission to Journals

MSL 86-17 (OP&J) DRAFT 30.29.02 Hydrogen-Air Fuel Cell (January 1986)	Quantitative Characterization of Ceramics by Fractal Geometry 25 pp; 0 tables; 16 figs.; 19 ref.	T.A. Wheat MPL B.H. Kaye R. Trottier Laurentian U.
MSL 86-19 (J) DRAFT 3.0.7.7.01 Performance of Supplementary Cementing Materials in Concrete (February 1986)	High Strength Lighweight Concrete With Up to 50 Per Cent High Calcium Fly Ash 38 pp; 8 tables; 9 figs.; 27 ref.	C.D. Johnston Univ. of Calgary V.M. Malhotra MPL
MSL 86-31 (OP) 30.29.01 Electrical Energy Storage Devices (February 1986)	Materials Processing in Space 21 pp; 1 table; 11 figs.; 9 ref.	N. Maffei S.E. Prasad Sensor Technology Ltd. A. Ahmad T.A. Wheat MPL
MSL 86-33 (OP&J) DRAFT 3.0.2.9.01 Electrical Energy Storage Devices (February 1986)	The Effect of Stabilizer Ion Concentration on the Properties of Sodium β-Alumina 22 pp; 2 tables; 4 figs.; 26 ref.	A. Ahmad T.A. Wheat A.G. McDonald MPL B. Kindl K.El. Assal Almax Industries

MSL 86-13 (OP&J) DRAFT 3.0.1.3.02 Iron Ore Processing (February 1986)	Extrusion and Induration of Iron Ore Using Polymers and Calcium Carbonate as Plasticizer/Bond 15 pp; 3 tables; 12 figs.; 13 ref.	A.K. Kuriakose D.H.H. Quon K.E. Bell J.A. Soles MPL
MSL 86-22 (OP&J) DRAFT 20.79.01 High Sulphur Coals (February 1986)	Mineralogy and Deep-Cleaning of Canadian High-Sulphur Coals 30 pp; 8 tables; 25 figs.; 9 ref.	G.I. Mathieu P.R. Mainwaring MPL
MSL 86-27 (OP) 3.0.2.9.02 Hydrogen Air Fuel Cell (February 1986)	Electrical Measurements of Protonic Solid Electrolyte Cells 14 pp; 0 tables; 4 figs.; 10 ref.	J.D. Canaday A.K. Kuriakose A. Ahmad T.A. Wheat MPL
MSL 86-34 (OP) 3.0.4.5.01 Microbiological Leaching (February 1986)	Biotechnology in the Mineral Industry - Facts and Fantasies 11 pp; 0 tables; 0 figs.; 0 ref.	M.C. Campbell EML
MSL 86-44 (J) DRAFT 3.0.2.9.02 Hydrogen-Air Fuel Cell (March 1986)	Device Applications of Hydrogen-Conducting Solid Electrolytes 15 pp; 0 tables; 4 figs.; 11 ref.	J.D. Canaday A.K. Kuriakose A. Ahmad T.A. Wheat MPL
MSL 86-47 (OP&J) DRAFT 3.4.0.2.18 Gold (March 1986)	A Novel Solvent Extraction System for the Refining of Precious Metals 9 pp; 3 tables; 7 figs.; 6 ref.	G.P. Demopoulos McGill Univ. G. Pouskouleli G.M. Ritcey MPL

(c) Published Reports

MRP/MSL 83-135 (J) MRP-3.4.0.3.10 Silver Recovery in the Zinc Industry (November 1983)	Recent Advances in the Leaching of Sulphides and in the Precipitation of Iron 25 pp; 5 tables; 5 figs.; 129 ref.	J.E. Dutrizac EML
MRP/MSL 84-66 (OP&J) MRP-3.4.0.2.18 Gold (May 1984)	Direct Recovery of Precious Metals by Integration of Solvent Extraction and Hydrogen Reduction Techniques 20 pp; 2 tables; 15 figs.; 15 ref.	G. Pouskouleli EML G.P. Demopoulos McGill Univ.

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(J) Draft Manuscript for Submission to Journals and Other Outside Publications - 14 -

			Laboratory	Comments
MRP/MSL 85-4 (J) January 1985 MRP-3.4.0.3.10 Silver Recovery in the Zinc Industry	Aluminum Cathode Effect in Zinc Electrowinning from Industrial Acid Sulphate Electrolyte	D.J. MacKinnon J.M. Brannen	EML	For publication in Jan 1986, Oct. 1985. Published January 1986 Reprints not yet received
MRP/MSL 85-6 (J) January 1985 MRP-3.4.0.3.10 Silver Recovery in the Zinc Industry	Host Minerals for the Gallium Generation Ores of the Apex Mine, Utah	J.E. Dutrizac J.L. Jambor T.T. Chen	EML	Accepted for publication, Oct. 1985. In press, Feb 1986
MRP/MSL 85-14 (J) January 1985 MRP-3.4.0.2.02 Hydrometallurgical Lead Process	The Dissolution of Galena in Ferric Chloride Media	J.E. Dutrizac	EML	Accepted for publication, Oct. 1985. Published - Reprint Attached
MRP/MSL 85-15 (J) January 1985 MRP-3.8.0.1.01 Reference Materials	Estimation of the Variance of Values from Calibration Curves	H.F. Steger K. Sutarno	EML	Submitted to Talanta, Oct. 1985.
MRP/MSL 85-21 (J) February 1985 MRP-3.4.0.3.10 Silver Recovery in the Zinc Industry	The Determination of Arsenic III and Arsenic V in Ferric Sulphate Sulphuric Acid Leaching Media by Ion Chromatography	L.K. Tan J.E. Dutrizac	EML	In press, Anal. Chem, Oct. 1985. Published - Reprint Attached
MRP/MSL 85-25 (J) February 1985 MRP-3.5.0.2.04 Effluent Treatment for Containment, Removal and Stabilization of Toxic Waste	Mathematical Parameters Required for the Operation of Bacterial Thiosalt Oxidation Ponds	M. Silver	EML	Published, Oct. 1985. MSL Reports Office awaiting reprint.